

**CAP-MR/DD ENDORSEMENT PROCESS**  
**QUESTION AND ANSWER**  
**August 14, 2006**

TOPIC	QUESTION	RESPONSE
CAP Endorsement	May providers, other than the LME, enroll with DMA to provide services such as Transportation?	The following services may only be billed by the LME per the requirements of the CAP-MR/DD waiver: Home Modifications, Transportation, Specialized Equipment and Supplies, Augmentative Communication, and Vehicle Adaptations. Providers may not enroll with DMA to provide these services.
CAP Endorsement	When endorsement for CAP services begins must any license be submitted with application for endorsement?	There are two services under the waiver that are required to be provided by a licensed provider, Day Supports and Residential Supports. When requesting to be a provider of these services the provider must attach a copy of the license to the Provider Endorsement Application . For unlicensed, one person alternative family living arrangements that do not require licensure, a health and safety review must be completed and attached. A checklist has previously been provided.
CAP Endorsement	Will currently enrolled CAP providers have to go through the full endorsement process?	Existing CAP-MR/DD providers may move forward with the LME in signing of the MOA without a specific review by the LME since these providers have already been certified by the LME as meeting the requirements for enrollment to provide waiver services. <b>Submission of the signed MOA to the LME should be accompanied by verification that the provider has met the insurance requirements.</b> Current CAP-MR/DD providers should note that by signing the MOA they are attesting that all requirements of the agreement have been met. If it is determined at a later date that the provider does not meet all the requirements of the MOA, a plan of correction will be required and failure to meet the requirements of the MOA may result in revocation of enrollment.

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CAP Endorsement	If a currently enrolled CAP provider wants to add a new service do they have to go through full endorsement?	Current enrolled CAP-MR/DD providers who wish to add a service after August 1, 2006 are required to have an on-site review using the standardized site/service specific Endorsement Check sheet. In addition, they must provide a copy of any appropriate license(s) attached to the checklist. When a provider has not previously provided a specific waiver service, endorsement for that service will be conditional and may be granted for up to one year.
CAP Endorsement	Do providers who want to provide CAP services have to go through the full endorsement process?	Providers not enrolled to provide CAP-MR/DD waiver services prior to August 1, 2006 must complete the full endorsement process as outlined in Communication Bulletin #44. A provider of MH/SA services who wishes to provide CAP-MR/DD services and has previously been endorsed to provide MH/SA services would also be required to complete the endorsement process for CAP-MR/DD waiver services, with the exception of the corporate endorsement process. <b>Attachment A only of the MOA must be signed for those providers who have previously signed the MOA for MH/SA services.</b>
CAP Endorsement	Do the small agencies have to meet the insurance limits listed in the MOA? Some have called and said they can not afford the limits as they are listed in the MOA.	Existing CAP-MR/DD providers may move forward with the LME in signing of the MOA without a specific review by the LME since these providers have already been certified by the LME as meeting the requirements for enrollment to provide waiver services. <b>Submission of the signed MOA to the LME</b>

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